

South Dakota State Library

REQUEST FOR PROPOSALS

LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS

I. Introduction

Funds may be used to assist the library in meeting the broad based purposes outlined in the LSTA Plan **SOUTH DAKOTA LIBRARIES FOR THE 21ST CENTURY: AN LSTA FIVE YEAR PLAN 2008-2013**. Grants are available for: technological capacity, membership in South Dakota Library Network (SDLN), special projects, and training. Technological capacity is defined as electronic linkages, conversion of catalog records, purchase of equipment to utilize the technologies, etc. Grant proposals initiated by eligible public, school, academic, or special libraries will be considered. Proposals that include cooperation or collaboration between two or more libraries shall receive extra points when ranked.

The South Dakota State Library developed the grant categories and the grant criteria based on information gathered at focus discussion groups held throughout the state during the writing of the five year plan for the use of LSTA funds in South Dakota. These focus discussion groups highlighted several needs that are addressed here: training for library directors and staff, membership in SDLN for all libraries in South Dakota, assistance with the costs of retroconversion and equipment purchases needed to link libraries with technology, and access to statewide databases making library services equally available statewide.

II. Grant Programs

In FY2008, \$100,000 grant funding is available in the following categories:

- Technology Grants – Large Projects (\$25,000 - \$80,000)
- Technology Grants – Midsize Projects (\$5,000 - \$25,000)
- Technology Grants – SDLN/Information Access Projects (\$2,000 - \$5,000)
- Training/Continuing Education Grants (not to exceed \$500), and
- Special Project Grants.

Large Project Grants* may include consortium projects for retroconversion of multiple libraries and the addition of those libraries as members of the South Dakota Library Network, large technology projects in a single library or consortium that extend library services into the community, acquisition of statewide database access, and other projects that meet the criteria of the federal Library Services and Technology Act of 2003. Match rate for these grants is 1:1. A maximum of 40% of the total available for grants is dedicated to this category.

Midsize Project Grants* may include retroconversion of library records, acquisition of computer equipment or databases necessary for extending services beyond the library walls, full membership in South Dakota Library Network, and other projects that meet the criteria of the federal Library Services and Technology Act of 2003. Match rate for these grants is 1:1. A maximum of 35% of the total available for grants is dedicated to this category.

SDLN/Information Access Projects* may be used for the purchase of computers, modems, printers, training, and other equipment or software needed for remote access to South Dakota Library Network. Match shall consist of payment of the annual SDLN remote membership fee plus a commitment to maintain remote access membership for the following two years. A maximum of 15% of the total available for grants is dedicated to this category.

* In compliance with the CIPA rules, purchase of computer equipment that links a patron to the Internet requires the library to install filtering software on all computers in the library. Filtering software is not an eligible expense under LSTA.

Special Project Grants. Grant projects that fulfill at least one of the LSTA Priorities and are not technology related may be submitted. Contact the State Library to determine if project concepts fit within the LSTA guidelines prior to submitting a project.

Training/Continuing Education Grants are small grants to encourage local libraries to provide training and continuing education for library staff that will lead to the improvement of local library services. Such grants may include attendance at Library Training Institute (public library staff), computer courses, workshops, and college course work related to librarianship. Grant recipients shall provide a written report evaluating the usefulness of the training. Application must be made in advance of the training and approved by the State Librarian. A maximum of 10% of the total available for grants is dedicated to this category.

The South Dakota State Library is soliciting applications/RFPs in the above categories. Applications should be received 10 days prior to a posted meeting date of the State Library Board.

The South Dakota State Library is especially interested in those proposals that demonstrate library cooperation and partnerships in achieving any of the above areas.

III. Criteria

A) The LSTA grant process is a competitive one. Funded projects will be selected on the basis of:

- 1) congruency of the local project priorities with the priorities stated in the LSTA Plan **SOUTH DAKOTA LIBRARIES FOR THE 21ST CENTURY: A LSTA FIVE YEAR PLAN 2008-2013.**

- 2) direct benefit and improvement to the library and its patrons
- 3) number of citizens who would benefit by funding the project and
- 4) inclusion in the criteria outlined in ARSD 24:30:04:02 (see attached).

B) The South Dakota State Library is especially interested in proposals which demonstrate one or more of the following priorities:

- 1) Participation in partnerships or consortia with other information providers to improve access to needed information at the local level.
- 2) Development of new consortia and/or partnerships where none currently is in place.
- 3) Demonstrate a willingness to participate in resource sharing, including the lending of materials to other institutions/users in the partnership or consortia and the state.
- 4) Application of innovative technology.

C) The South Dakota State Library is a strong proponent of the statewide interlibrary loan system and the South Dakota Library Network. Proposals which contribute to these statewide information providers or enhance patrons use and access to them will be weighted accordingly.

IV. Eligibility/Requirements

Public libraries must receive a minimum of 51% of their funding from their local governmental agency and be legally established under SDCL 14-2-28 to SDCL 14-2-34 inclusive. Additional criteria are found in ARSD 24:30:04:02 (see State Library website).

School libraries must be administered by a certified school librarian whose primary assignment is the library. Additional criteria are found in ARSD 24:30:04:03 (see State Library website).

Academic libraries must be part of an accredited institution of higher learning.

Special libraries must be willing to share their resources.

Library consortia and networks.

V. Programmatic Guidelines

LSTA funds are intended to be used as seed moneys, not for ongoing operational costs.

Automation projects at the Large Project and Midsize Project levels that do not result in/or extend membership in the South Dakota Library Network to either the associate or full member level will not be considered.

Personnel and fringe benefits are non-allowable expenses in the program budget.

No overhead charges or contingency funds will be approved in program budgets submitted by libraries or other agencies applying for a grant for their own purposes. Administrative fees are not allowed.

A financial match of 50% of the total project is required from the institution for Large Project and Midsize Project grants. In-kind contributions do not qualify as match. For example, if the total project cost is \$20,000 the federal request would be \$10,000 and the local match would be \$10,000. Federal funds cannot be used to match federal funds.

A library and/or consortia may submit more than one proposal, but only one proposal will be funded. "Institution" is defined by the administering official authorized to sign the project application and contract.

Construction is not allowed under LSTA. However, any project that involves "construction" activities (such as wiring for technology) will be subject to the Davis-Bacon Act and all other construction related laws including asbestos inspection/abatement laws, EEO, Sherman Anti-Kickback, etc. Federal form 424D will be required and is available from the State Library on request.

Proposals must be focused on the priorities of the LSTA Priorities including:

1. Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
2. Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
3. Providing electronic and other linkages among and between all types of libraries;
4. Developing public and private partnerships with other agencies and community-based organizations;
5. Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and,
6. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved."

VI. Grant Proposal Format

Grant proposals should provide a clear description of the program and related activities to be funded by LSTA. The description should address all relevant criteria delineated in section III and the proposal elements delineated in section VII.

To qualify for review, proposals must conform to the following:

- Be no more than four (4) pages in length, not including any Appendices.
- Be signed by the library director or equivalent administering official and by the appropriate governmental authority (mayor, chair of the county commission, president of the college or superintendent of the school).
- Be double-spaced.
- Be in a font size no less than 12.
- Be numbered on all pages.
- Be stapled, without use of binders or folders.
- One paper copy with original signatures and an electronic (Word) copy must be submitted to the State Library.
- Must be postmarked on or before the application deadline and received no less than three days following the deadline.

Failure to conform to the Grant Proposal Format will result in disqualification.

VII. Grant Proposal Description

All grant proposals will be evaluated on the following factors and assigned a total number of points. The proposal should consist of the following:

1. General Description of the Project 50pt.
 - State the purpose of the project in relation to identified needs.
 - Explain how the project relates to the long range plans of the library(ies) involved.
 - Provide measurable objectives that will assist in achieving the stated need.
 - Describe the activities to be undertaken to reach the objectives.
 - Show the appropriateness of specified components (hardware, software, training methodology, materials, programs) to achieve the proposal and accomplish the objectives. Indicate how they will be integrated into the library's activities/programs.
2. Evaluation 10 pt.

Present a plan to determine the impact the project will have over the next year.

3. Relation of Project to LSTA goals 25 pt.

Indicate how this project will assist in achieving the goals and priorities outlined in the South Dakota LSTA Plan.

4. Budget 15 pt.

Identify major categories of expenditures (such as equipment, software, contractual services) and details on specific items within those categories.

Describe the degree of match by category. This breakdown should be included for all major categories of expenditure.

VIII. General Information

One paper copy with original signatures and an electronic (Word) copy should be sent to:

State Librarian
South Dakota State Library
800 Governors Drive
Pierre, SD 57501-2294

Questions regarding the proposal process should be addressed to:

Dorothy M. Liegl
South Dakota State Library
800 Governors Drive
Pierre, SD 57501-2294

605-773-3131 phone
1-800-423-6665 toll-free
605-773-6962 fax
dorothy.liegl@state.sd.us

All proposals must be postmarked at least 10 days prior to a posted State Library Board meeting date and received by 5 p.m. not less than three days later.

All eligible proposals will be considered for funding at the quarterly meetings of the South Dakota State Library Board. Proposal implementation may not begin prior to State Library Board action. Approved projects will begin within 90 days of receipt of final paperwork. Final project reports are due on September 30th.